

5. Data Gathering

Specific property information that is not imported from BureauNet should be obtained during the field inspection, from the FIS, local officials, and other sources. Coordination with the community prior to field deployment is imperative, particularly when detailed data are being collected for a structure.

Prior to conducting the field inspection visit, the NT user should contact the appropriate local official to inform them of the planned fieldwork and to obtain information. Depending on the size of the community, there may be more than one official or agency where important information may be obtained. The following section highlights the offices or agencies within a community that may have relevant information.

5.1 Community Contacts

There are several community agencies that may have relevant information needed for a complete data collection effort. They include the Engineering or Public Works Department, Building Official or Code Enforcement Department, and the Tax Assessor's Office. Following is a list of information that may be collected from each of these community agencies:

Engineering or Public Works Department

1. Historical Flooding
 - a. Dates
 - b. Recurrence interval with documentation
 - c. Extent of damage within community
2. Flood Protection Projects
 - a. Pending or completed
 - b. Description and agency ownership
 - c. Level of protection provided (recurrence interval)
 - d. Date (or anticipated date) of completion
 - e. Flood events since project completed

Building Official/Department

1. Permit Records
 - a. Structure and site elevation information
 - b. Post-flood repairs, including amount and type of damage
 - c. Mitigation projects
2. Regulations
 - a. Floodplain ordinance (higher regulatory standards such as freeboard)

- b. Height restrictions
- c. Compensatory storage

Tax Assessor's Office

1. Tax ID and Parcel Number and/or Group 1 address
2. Assessed Value of Structure and Lot
3. Estimated Market Value of Structure and Lot (if available)

5.2 Field Data Collection

During field data collection there is a possibility of meeting owners or neighbors interested in the purpose of the fieldwork. It is mandatory for field crews to carry proper identification at all times. If windshield type surveys are being conducted, prior notification of owners may not be necessary.

Appendix F –Site Data Collection Notification and/or Explanation Letters contains a sample letter to notify owners/occupants which can be modified for notification of state or local officials. A second letter is also included that should be carried by FEMA employees or FEMA contractors doing fieldwork to alleviate any concerns from interested parties, such as property owners, who may have questions about the data collection efforts. A third letter is included in the appendix as a sample for local official use. This letter can be modified as necessary and either mailed to property owners prior to field work, or used by community employees or contractors during site inspection.